
ISO 14001 – 4.3.3

1.0 PURPOSE AND SCOPE

1.1 The purpose of this procedure is to provide guidance for establishing, prioritizing, and periodically updating appropriate environmental objectives and targets for all operations in the City of San Diego's Environmental Services Department (ESD) Refuse Disposal Division (RDD).

1.2 This procedure applies to objectives and targets set at all relevant levels within the Refuse Disposal Division's operations.

2.0 DEFINITIONS

Environmental Objective - is defined as an overall environmental goal that the Refuse Disposal Division seeks to achieve, based upon its established Environmental Policy. Wherever possible, environmental objectives should be quantified in order to facilitate the evaluation of environmental performance and the measurement of progress towards specific environmental targets.

Environmental Target - is defined as a detailed performance requirement, quantified wherever practical, that arises from an environmental objective and that needs to be set and met in order for the objective to be achieved. For example, if reduction in the use of diesel fuel were an environmental objective, a specific percentage decrease in the associated usage rate could be established as an associated target.

Environmental Management Program - (EMP): a structured program developed by RDD for ensuring that responsibilities are assigned, resources allocated and timeframes are identified to attain the organization's objectives and targets.

Environmental Performance Indicators - (EPIs) are measurement tools selected by RDD management that can be used to support the evaluation of environmental performance in relation to a specific target. EPIs may be adjusted to meet specific management needs or, as necessary, to ensure progress towards specific environmental targets.

Major operations - are defined as the RDD sections supervised by the senior staff. These areas include the Miramar Landfill Fee Booth, Disposal Operations, Landfill Capacity Development, Landfill Gas Management, Biological Services, RDD Administration, Surface Maintenance (Landfill Storm-water Pollution Prevention), Groundwater Monitoring, and the Greens Processing Area.

Environment - is defined as the physical surroundings in which RDD operations perform or discharge, including air, water, land, natural resources, flora, fauna, humans and their interrelationships.

3.0 RESPONSIBILITY AND AUTHORITY

3.1 Environmental Management Representative (EMR) - is responsible, in cooperation with the Section Managers for developing and (at least annually) updating an annotated document that defines and prioritizes appropriate environmental objectives and targets within the Division as a whole. The EMR is also responsible for ensuring that environmental objectives and targets are developed in time to support RDD's annual planning and budgeting activities.

3.2 Section Managers - are responsible for assisting the EMR in the development and the annual update of an annotated document that defines and prioritizes appropriate objectives and targets associated with their sections and the RDD as a whole.

3.3 Deputy Director, RDD - is responsible for reviewing and approving the environmental objectives and targets prior to using them in the establishment of EMPs or in the development of the RDD budget.

4.0 PROCEDURE

The RDD establishes environmental objectives and targets in order to implement its environmental policy. Objectives and targets also provide a means for the Division to measure the effectiveness of its environmental management efforts and to improve the performance of its Environmental Management System (EMS).

In establishing environmental objectives, the RDD considers:

- applicable laws and regulations,
- major organizational goals,
- significant environmental aspects and impacts of its activities, processes, products and services,
- major business realities, technological, financial, operational, etc,
- the views of employees and other interested parties.

Based on the environmental objectives, environmental targets with defined achievement time-frames are established for the various functions and facility areas. For example, RDD may establish an environmental objective to "reduce fuel consumption". Different sections might then set targets of 10%, 15% etc. fuel use reduction in order to ensure that the overall objective is achieved. A Division-wide environmental objective might also be translated into individual projects within the various section areas (i.e., changes in processes, materials, or equipment).

4.1 RDD's top management is responsible for establishing environmental objectives on an annual basis. Objectives and targets will be posted to the Division's internet website at: <http://www.sandiego.gov/environmental-services/ems/index.shtml>. as well as in the Environmental Management Programs document.

4.2 Environmental objectives are intended to result in meaningful improvements in the environmental performance of the Division.

4.3 Each Section Manager is responsible for providing input from his/her own section (disposal operations, biological services, fee booth etc.) or area (landfill, office buildings, and other sites). The Deputy Director and each Section Manager is responsible for providing input on applicable laws and regulations, and input on the views of employees. The EMR is also responsible for providing input on significant environmental aspects and impacts as well as providing input on the views of other interested parties.

4.4 Each Section Manager is responsible for evaluating the potential impacts associated with each environmental objective on his/her function or area. The EMR reviews the proposed objectives to ensure consistency with the RDD's Environmental Policy.

4.5 Each Section Manager/supervisor identifies the impacts of the objectives in his or her function or area, establishes a target/s to achieve the objective/s, and develops appropriate measures to track progress toward meeting the specified objectives and targets.

4.6 Each Section Manager/supervisor is responsible for communicating objectives and targets (and the means for achieving them) to others within their respective part of the organization.

4.7 Progress toward the objectives and targets is reviewed on a regular basis at management meetings. The progress is also communicated to facility employees via bulletin board postings, memos or other means as determined to be appropriate.

5.0 REFERENCES

RDD SEOP 4.3.1	"Identification and Assessment of Environmental Aspects/Impacts and Significant Aspects"
RDD SEOP 4.3.3	"Environmental Objectives and Targets"
RDD-SEOP-4.4.5	"Document Control"

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